

# Rules & Policies

In welcoming you to our gym, we believe it is important for everyone to understand our policies. Please read the following information carefully to understand your obligations, and to prevent any misunderstandings. If you have any further questions concerning this information, or about the programs, please contact our office. Thank you for your cooperation and support.

## **Billing Policies**

Tuition is due the first day of each month; however, tuition must be received in the office by the 10th of the month to avoid a late fee. Payments received on, or after, the 11th of the month be considered late. Any unpaid balance 45-days past due will be turned over to a collection agency and collection fees will be added to the total amount due. Servicing accounts that are past due creates costs over and above our normal expenses. We believe, in fairness to all of our customers, that those responsible for these costs should be assessed this fee. Springer's reserves the right to remove a student from a class/facility if tuition payments are overdue. There will be a charge for any student left unattended 10 minutes beyond the end of their class time. Springer's students are automatically enrolled for the next month, unless we receive 2-week written notice (in advance) of any student dropping the program or going on hold for a month or more. The student will be responsible for the portion of the monthly tuition covering the 2-week notice. (This is calculated from the date the office receives the written notice.) If notice is not given to the office, the student will be responsible for that month's tuition.

## **Absenteeism & Class Make-Up Policies**

It is the student's responsibility to attend classes, therefore, tuition reductions cannot be granted for missed classes. Missed classes may be made up by calling our office first to check on class availability and to make an appointment. Make up classes are on a space-available basis, and must be made up within 30-days of the missed class.

## **Miscellaneous**

All gymnasts should be on time for workouts. Missing the warm-up time can be a hazard to the gymnast. If gymnasts must be late, they are to give themselves an adequate warm-up.

While there is a class in session, students arriving for the next class **MUST** wait downstairs in the waiting area. A coach will come downstairs to collect the next class. **PLEASE DO NOT ALLOW YOUR CHILD TO GO TO THE GYM AREA WITHOUT A COACH!**

All gymnasts are to come to workouts in appropriate attire or they may be excused from the workout. Girls: Leotard, shorts and long hair pulled back. No baggy t-shirts permitted. Boys: T-shirt, shorts, socks (optional), no snaps, pockets or zippers on the shorts or T-shirt. These are hazardous for spotters.

All students are responsible for helping to keep the gym area clean. Trash goes in the trashcans provided. NO gum, food, or drink will be permitted in the gym. Eat in the lobby area only.

All students are expected to behave in a disciplined, well mannered fashion. Students with a

behavior problem will be excused from the workout.

Students are expected to observe all safety rules. This includes practicing on equipment only when a coach is spotting or supervising that event. Trampoline is off limits unless a coach is on tramp supervising your activities. For your safety, NO HORSEPLAY!

Parents and young children watching the workout are restricted to the designated observation areas only. If upstairs observation becomes a distraction for students, parents will be asked to wait in the downstairs lobby area. Parents are not permitted on the floor exercise area or other equipment. Please supervise your children.

### **Planned Closings**

- Labor Day Weekend (Friday - Monday)
- Thanksgiving (Monday - Sunday)
- Christmas through New Year's (Dec. 24th - Jan. 1st)
- Easter Weekend (Friday - Sunday)
- July 4th Week (Monday-Sunday)
- Memorial Day Weekend (Saturday - Monday)

These are planned closures, these dates are not made up.